



# **IESA VOLLEYBALL**

## **REGIONAL AND SECTIONAL HOST**

### **INSTRUCTIONS**

### **2024-2025**

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## **I. Planning**

### **A. Volleyballs**

1. As a regional or sectional host, you will receive a Mikasa volleyball in the mail from the IESA. Please inflate this volleyball and use the ball so the newness wears off prior to regional and sectional matches.
2. Provide two (2) ball carts with a minimum of 15 inflated volleyballs for warm-ups.
3. Hosts that are unable to provide the required number of balls must notify participating schools prior to arrival that they should bring balls for warm-ups.

### **B. Scorebooks**

1. Regional and sectional hosts will need to provide an official scorebook.
2. In the volleyball state series, it is recommended that each competing team keep a scorebook. The individual keeping the team scorebook must be a minimum of 17 years old and must be seated at the score table if room allows. If space is not available, this individual must sit in the immediate proximity of the score table during the match. Immediate proximity is the first seat on the bench closest to the score table or in a seat next to the score table.
3. In the event that there is a discrepancy between the visible score and the official scorebook, the match officials will compare the scorebooks of the competing teams with the official scorebook to determine an appropriate correction if applicable.
4. If after examination of all scorebooks the match officials cannot determine an appropriate correction, the original record of the official scorebook will be considered official and correct.
5. The judgement and/or decision of the match officials cannot be protested.

NOTE: It is recommended that all competing teams keep a team scorebook, regardless if they are hosting the contest. In this case, it is required that the host school provides an individual to record the official book and it is recommended the host also has an additional individual to record their own team book.

### C. Workers/Volunteers

1. As host, you are responsible for providing ticket gate staff, concessions workers, an official scorer, scoreboard operator, libero tracker, and an announcer.
2. The official scorer must wear a black and white striped official's shirt so that he/she is easily identifiable, and this individual must be at least 17 years old.
3. A libero tracker is required and this must be separate from the official scorer, he/she must be at least 17 years old and should be seated next to the official scorer.
4. Workers may not use electronic devices when working at the scorer's table.
5. Providing team escorts to each school participating can help them navigate the building and have any questions answered.

### D. Parking

1. Make sure that all those attending know what the parking options are for your facility.
2. Take the following into consideration - buses, fans, officials, parking personnel, parking signage, and emergency vehicle access; communicate where buses should drop off participants and student fans as well as where buses should park.
3. Officials' parking should be near the door they will use to enter and exit the facility.

### E. Lockers

1. Communicate with the schools about the availability and security of locker rooms.
2. Prior to their arrival, let schools know which locker room they are assigned to and if these locker rooms are not secure, let schools know to keep personal belongings at their bench.
3. Communicate your school's policy regarding the security of the locker areas to all schools prior to their arrival.

### F. Crowd Control and Security

**IESA By-law 3.148 – No spectators shall be allowed to sit on the front row of the bleachers during the state series in volleyball. Spectators with special needs or elderly are exempt as space allows.**

1. While the host school for any activity must assume primary responsibility for the physical management of the activity, including providing for crowd control, this is a mutual responsibility between the host school and the schools participating in the contest.
  - a. The host will select team benches and seat spectators directly behind or across from team bench. Please don't allow opposing fans to sit behind/across from bench.
2. Visiting schools must also take such measures as necessary to ensure proper behavior on the part of their own students and spectators.
3. Host schools should communicate with participating schools about whether or not a school administrator or school representative (other than the coach) will be in attendance.
4. Be an active supervisor, try to anticipate problems, address them and act quickly on complaints.

### G. Facility Signs, Concessions, Hospitality, and Other Provisions

1. Provide signs to direct fans, coaches, officials, and players - concessions, restrooms, ticket gate, locker rooms, parking, specific seating areas for schools in bleachers, hospitality room, and indicating your policy on food/drink in the playing area.
2. Communicate with schools about the availability of concessions for purchase and hospitality. If a hospitality room is provided, it should be for administrators, coaches, bus drivers, officials, IESA personnel, and spouses; however, host management can define those who may use the hospitality room.

3. For regionals and sectionals, a hospitality room is not an allowable expenditure on the financial report form.
4. Communicate to schools if you will or will not be providing towels, on-site training staff, water at the team bench and/or team escorts.

## II. Ball Boxes and Shipments from IESA/Vendors

### A. The IESA will mail a ball box to each IESA regional and sectional host.

1. A&M Products (815-875-2667) will send champion plaques.
2. Please check your plaque upon arrival to ensure that it displays the correct grade, class, and sectional.
3. IESA will send a ball box that includes the financial report form, scorer and libero tracker instructions, a Mikasa volleyball, host manual, PA announcements, and the plaque presentation script.
4. Sectional hosts will be able to see assigned officials in the hosting center.

## III. Online forms – Regional Entry Forms, Seeding, and Brackets

### B. Regional Entry Forms and Online Seeding

1. Changes to the regional entry form are only permitted up until the "Roster Closed" deadline outlined in the IESA Volleyball Terms and Conditions season calendar.
2. The IESA will post seed results via the online brackets following the seeding step.

### C. Brackets

#### 1. Host schools will post their regional bracket and information online.

Step 1: To access the host administration information - log in to the school member center from the IESA website by clicking on the red "Member Login" button.

Step 2: Select the school name and enter the school or AD password. Once you have accessed your school page, you will click on the "Registration and Entry Center Logins" or "Entry Center Logins" link at the top of the page - the link name will vary dependent on which password is used to log in.



- h. Matches shall be started at the scheduled time and played in the proper order.
- i. For regionals, **the top team in the bracket shall be designated as the home team** for each match.
- j. For sectionals, the team **representing the odd-numbered regional is the home team.**
- k. As host, please update the scores online for each match as it is completed.

**IESA MEMBER CENTER**

Menu **Clinton** Log Out

User session expires @ 10:05:37 AM REGISTER FOR TEXT ALERTS CONCUSSION CERTIFICATION

**Class AA Girls Softball Host Administration**

Entry Menu - Regional Entry Form - Host Administration

**Regional 11 Locations**

Update as often as needed. All fields optional.

Update

**Game 1 — Seed 4 v. Seed 5**

Venue: TBD Date: 9/9/2015

Address: 110 S. Locust Time: 4 : 30 PM

City (just city): Maroa

Check to see if Google understands this address: [110 S. Locust, Maroa](#)

**Game 2 — Seed 3 v. Seed 6**

Venue: Centennial Park Date: 9/9/2015

Address: Hwy 136 (west of Hwy 51) Time: 4 : 30 PM

City (just city): Heyworth

Check to see if Google understands this address: [Hwy 136 \(west of Hwy 51\), Heyworth](#)

**Game 3 — Seed 1 v. Winner Game 1**

Venue: Clinton High School Date: 9/12/2015

Address: 1200 State Hwy 54 Time: 10 : 00 AM

City (just city): Clinton

Check to see if Google understands this address: [1200 State Hwy 54, Clinton](#)

**Game 4 — Seed 2 v. Winner Game 2**

Venue: Clinton High School Date: 9/12/2015

Address: 1200 State Hwy 54 Time: 12 : 00 PM

City (just city): Clinton

Check to see if Google understands this address: [1200 State Hwy 54, Clinton](#)

**Game 5 — Winner Game 3 v. Winner Game 4**

Venue: Clinton High School Date: 9/14/2015

Address: 1200 State Hwy 54 Time: 4 : 30 PM

City (just city): Clinton

Check to see if Google understands this address: [1200 State Hwy 54, Clinton](#)

Update

**IESA MEMBER CENTER**

Menu **Clinton** Log Out

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**Class AA Girls Softball Host Administration**

Entry Menu - Regional Entry Form - Host Administration

**Regional 11 Final Scores**

A Gibson City GCMS		A Gibson City GCMS	1	
B BYE		Status		
A Maroa-Forsyth	4	B Maroa-Forsyth	3	
Status				A MAROA-FORSYTH
B Downs Tri-Valley	1			Status
				B Heyworth
A Mahomet-Seymour				1
B BYE		A Mahomet-Seymour	0	
		Status		
A Heyworth	4	B Heyworth	3	
Status				Champ record after regionals
B Clinton	0			12 - 3 - 0

Update Final Scores

**Forfeits**

4-2. Score of a forfeited game is 7 to 0 except if the game is forfeited after the number of innings required for a regulation game and the offending team is behind. Then the score remains as recorded. If the offending team is leading, the score shall be 7 to 0.

NOTE: After entering the information online, view the host information from the public side of the IESA website to check for accuracy(as if you were just going to the website as a spectator and not logged into your member center, i.e. bracket information and map location is accurate).

## **IV. Financial Arrangements**

### **A. Regional Tournament and Sectional Matches**

1. Each member school hosting a regional tournament/sectional match shall send the IESA 30% of the gross receipts for admissions along with the completed financial report form as soon as possible and no later than within two weeks of the conclusion of hosting.
2. Allowable expenditures are outlined and shall be detailed on the financial report form.
3. If there is a deficit in regional tournament/sectional match finances, participating schools may be assessed by the host school on a per-match basis.
  - a. Assessments shall be paid directly to the host school after the IESA Executive Director approves the financial report form.

### **B. Additional Considerations for Regional and Sectional Hosts**

1. When sending your check to the IESA, your check is cashed using remote deposit (scanned electronically); use the following guidelines:
  - a. Computer-generated checks are preferred, use only blue or black ink on the check, print clearly, keep the space over the number along the bottom of the check clear, and paperclip the check to the completed financial report form.
2. Allowable expenditures are detailed on the financial report form for each state series level - some of these allowable expenditures have maximum amounts detailed as well.
3. Concession sales are kept entirely by the host school.

### **C. Ticket Gate**

1. Admission prices are set by the IESA Board of Directors - see below.
2. Plan for the appropriate amount of staff at the ticket gate(s). Staff working the ticket gate should be knowledgeable about the location of team locker rooms, the tournament schedule and be familiar with your facility.
3. All news media with proper credentials and/or those with an IESA or IHSA media pass should be allowed admission at no charge.
4. Limits on free passes to the state series shall only include those individuals listed on the school's regional entry form as of the "Roster Closed" deadline.
  - a. Regional and sectional host schools have access to this information at the Host Admin link once logged into the volleyball entry center.
  - b. Members of the participating teams and coaching staff may be admitted to the tournament without charge during any day of the regional tournament.
  - c. During the 7<sup>th</sup> grade state series, the 8<sup>th</sup> grade team from the same school will not have to pay admission to watch the 7<sup>th</sup> grade team (and vice versa for 7<sup>th</sup> grade teams wanting to watch 8<sup>th</sup> grade teams).
5. The IESA pass cards are intended for use by the school administration (superintendent, principal, assistant principal, athletic director). School administrators who wish to have a guest accompany them at the state finals must present the IESA pass card at the ticket gate to allow the guest free entry.

#### **6. Regionals Admission Prices**

Admission is the same regardless of the number of rounds of the regional tournament are being held on one day - a maximum of two rounds can be played in one day.

\$5.00 per person. (baby in arms free)

## 7. Sectionals Admission Prices

\$5.00 per person. (baby in arms free)

## V. IESA Tournament Format and Policies

- A. All tournament play shall be single elimination with the winning team advancing from regionals to sectionals and from sectionals to state finals.
- B. The host school shall not make its gymnasium available to visiting teams for practice.
- C. The playing court shall be set-up and ready for play 45 minutes prior to the scheduled start time.
- D. A team failing to field the required number of starting players within thirty (30) minutes of the scheduled match time shall forfeit the match.
- E. Warm-ups and Ball Handling
  1. Only team personnel as listed on the regional entry form are allowed on the court. Non-team personnel may be present on the court when properly equipped, not in uniform to help shag balls during the warm-up. (No feather boas, tutus, sunglasses, pom poms, or other paraphernalia are allowed on the team personnel)
  2. The timed warm-up shall be 2-6-6 - the first 2 minutes are shared, 6 minutes for the home team to have the entire court, 6 minutes for the visiting team the entire court. When the teams are off the court ball handling is allowed as space permits - if space is limited, teams shall be restricted to ball handling behind the end line. After the shared 2 minutes, practice jerseys or warm-up shirts should be removed.
  3. **In regional, sectional, and the state final matches, ball handling will not be permitted prior to the coin toss and timed warm-up. Teams are permitted to stretch on the court prior to the timed warm-up.**
- F. The displaying of signs, banners, placards, balloons, or constructed frames through which players run is prohibited as well as any noise-making devices (artificial or not). These items should not be brought into the playing area - direct them to return these to a vehicle prior to entering the playing area.
- G. Ejections
  - Notify the IESA if you have an ejection at your site.
  - Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition.
  - Any coach ejected from a contest for unsportsmanlike conduct shall be ineligible/ unable to be present for the next two (2) interscholastic contests at that level of competition.
  - A fan ejected from the state finals is not permitted to return / unable to be present to any remaining contests.
  - Additional penalties may apply and will be communicated to schools from the IESA.

## VI. PA Announcements and Team Intros, Music, and Awards

### A. Public Address Announcements and Team Introductions

1. The IESA will post online the PA announcements to read - a copy will also be included in the ball box.
2. The national anthem should be played/sung prior to the introduction of teams. If multiple games are played on the same day, the national anthem only needs to be played/sung at the beginning of the first match.
3. For team introductions, the starting players and the head coach of the visiting team should be announced first, and then the starting players and head coach of the home team should be introduced.

### B. Music

1. Hosts are encouraged to provide music during warm-ups, team introductions and between matches. If you choose to play music, it should be consistently played for all teams throughout the tournament.

### C. Awards Presentation

1. Scripts for regional/sectional plaque presentations are included in the ball box mailing - read the script and present the awards immediately following the championship match.
2. Remind the regional champion to submit their team photo prior to the start of sectional play.

## VII. Officials

### A. Host Responsibilities

1. Contact officials at least one week prior to the match(es) they are working to confirm any details regarding school location, dressing accommodations and parking.
2. IESA will communicate to sectional host schools which officials are working for sectionals.
3. Provide security for the officials - escort them on/off the playing area for each contest.
4. Provide a private and secure locker room/shower facility to change and store their belongings. If there are windows in the officials' area, make sure that they are covered so that those inside are not visible to others.
5. Drinks should be made available to the officials while they are working.
6. Spectators, players, and coaches are not permitted in the officials' dressing area.
7. If the hospitality closes before the last match is finished, make arrangements for food to be left in the officials' room (sandwich, drink, etc.).
8. Remind the officials to log in to the IESA Officials Center at the end of their match(es) and complete the sportsmanship ratings for all teams they saw that day.

### B. Regional Officials

1. Two (2) IHSA-licensed officials shall be **hired by the host school** for each regional match.
2. Neither of the two officials may have an affiliation with the participating schools.
3. **Regional officials are paid by the regional host at the rate of \$55 each per match.**
4. This is an allowable expenditure on the regional financial report form.
5. No mileage is paid to officials.

### C. Sectional Officials

1. Two (2) IHSA-licensed officials **shall be contracted by the IESA** for each sectional match.
2. **Sectional officials are paid by the sectional host at the rate of \$65 each per match.**
3. This is an allowable expenditure on the sectional financial report form.

### D. Line Judges

1. For regular season matches, regionals and sectionals, the host school has the option to use qualified line judges.
2. If the host school uses line judges, the line judges must adhere to all of the following:
  - Must be at least 17 years of age
  - Two (2) line judges (no more, no less) must be provided
  - Line judges must adhere to the following regarding proper dress:
    - black slacks, all white shirt, and black or white athletic shoes.
3. **For regional and sectional hosts, line judges are an allowable expenditure on the financial report form with a rate of pay not to exceed \$20.00 per line judge per match.**

## VIII. EMERGENCY PLANNING AND WEATHER

- A. Each host should have a school-specific emergency action plan.
  - 1. The plan must be distributed to appropriate personnel, posted at the school, and reviewed annually.
  - 2. The IESA encourages you to contact your local EMTs and inform them of your match dates. If you have medical personnel (i.e. athletic trainer) at your facility, it is recommended that they be at regional and sectionals.
  - 3. State finals hosts are required to have medical personnel at the facility.
  
- B. The contest manager/host administration should be visible and present for every contest. It is essential that the officials and teams know who this person is and can quickly locate them in the playing area.
  
- C. Provide adequate security at your tournament. The following are recommended:
  - 1. Notify your local police department of your tournament dates OR
  - 2. Request police presence at your facility during the tournament - document this on the financial report form.
  
- D. Make sure you have emergency phone numbers for each coach and school administrator that will be coming to your school - this should be a number traveling with the school bus and accessible outside of school hours.
  
- E. State series matches shall not be forfeited due to weather. If the administrator for any participating school determines the team cannot reach the host school site or if the tournament manager makes the decision that all contests scheduled on a given day shall not be held because of weather, the host school shall reschedule the matches and adjust the remainder of the playing schedule as necessary.
  - 1. The IESA will make this determination of rescheduling due to weather for the state finals.
  - 2. If you have to reschedule due to weather, make sure those changes are reflected online. Additionally, notify the IESA that your tournament schedule has been changed.